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CASH RECEIPTS USER MANUAL

ADMINISTRATION

INTRODUCTION

The Cash Receipts administrator can:

- Add new users and update existing users.
- Create the number of and the names of the approval levels (in the application).
- Set the default screen that is seen when users open Cash Receipts.
- Enable e-mail notification.
- Set the batch number range.

TO ADD A NEW USER

The administrator finds a new user and then assigns the user's security or role.

1. On the **User Maint** tab, Click **Find New User**.
2. Type the last name of the new user in the **Last Name** field. (You can type the first few letters of a user's name if you are not sure exactly how it is spelled.)
   a. To add an employee from another agency, type the last and/or first name and enter their agency number in the **Agency** field.

Figure 1 - Add new user

3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the person has been added to state payroll records.

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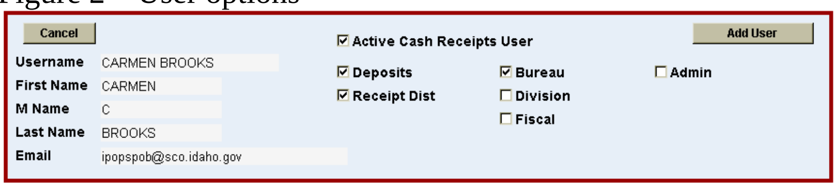
4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.
5. Select **Active Cash Receipts User** to give the user access to the Cash Receipts application when they log in to the SCO applications Web site.
6. Select the security or roles that you want to assign to the user. The security or roles include:
   - **Deposits** – The user can enter deposits on the **Deposits** screen.
   - **Receipt Dist** the user can enter the fiscal coding and distribute Cash Receipts on the **Distribute** screen. If this is unchecked, a user can create and save a document, but cannot add a row to create a distribution or enter fiscal coding.
   - **Approval levels** – The user can approve the deposit document. Each approval level is created on the **Agency** tab and can be named according to your agency's needs – see To Set Up Your Agency below. In the example shown, the approval levels have been named "Bureau", "Division", and "Fiscal".
7. Click **Add User**. (If you decide not to add the user, click **Cancel**).

Figure 2 – User options

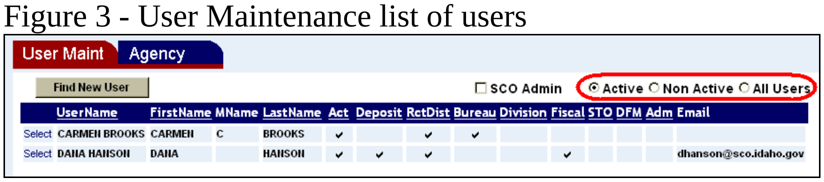


TO UPDATE A USER

Administrators are responsible for maintaining or updating the users of the application. To do so:

1. On the **User Maint** screen, click **Select** next to the name of the user. (By default, only active users are displayed.)
   b. To view non-active users, select **Non Active**. To view active and non-active users, select **All Users**.

Figure 3 - User Maintenance list of users

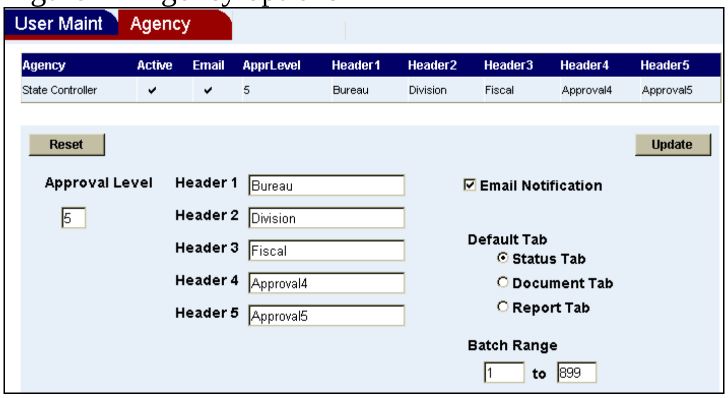


2. Uncheck **Active Cash Receipts User** if you do not want the user to have access to application when they log in to the SCO applications Web site.
3. Select or change the security or roles that you want to assign to the user (see above).
4. Click **Update User**.

TO SET UP YOUR AGENCY

Click the **Agency** tab to set up and maintain various features of the application specific to your agency, such as the names and number of the approval levels, e-mail notification, etc.

Figure 4 - Agency options



1. Enter the number of approval levels needed by your agency in the **Approval Level** field. Up to five approval levels can be created.
2. Type **Header** names for the approval levels. These will be the names of the approval levels that you will see on the **User Maint** screen and approvers will see on the **Approval** screen. They also are printed on reports.
3. Check or uncheck the **Email Notification** check box. This enables an e-mail notification dialogue box to automatically pop up on other screens of the application when some action is saved (cost distribution, approvals, etc.) which allows users to send e-mail messages regarding the cost distribution, approvals, etc., to other application users.
4. Select the **Default Tab** to set which screen opens when users open the Cash Receipts application.
5. Enter the **Batch Range** to define the range of batch numbers that will be automatically assigned. The first batch number will begin with the first number in this range. To prevent agency J and I batches from conflicting with those created by the State Treasurer's Office (STO), use batch numbers in the 001-899 range.
6. Click **Update**.